



Office of the City Clerk

Weekly Report – for Week Ending March 6, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

TOP ITEMS

City Primary/General 2015 Elections:

The Primary Election took place on Tuesday, March 3. Total ballots received for the City, the Los Angeles Unified School District and the Los Angeles Community College District were 182,610, representing a 7.91% turnout. There are approximately 40,000 ballots still to be processed during the canvass.

On Election Day, there were 1,183 calls tracked and responded to in the Election Call Tracking System.

There were 142 Inspector Reservists and 165 Troubleshooters who were dispatched throughout the city to act as emergency poll workers and/or first responders. In addition, the Division deployed all four mobile homes retrofitted as polling places to locations that had closed or were in need of replacement.

Staff also recruited 1,506 inspectors and 3,901 clerks for the 1,506 precincts in the election. In addition, 2,046 of all students were recruited and placed in a polling location.

Poll workers continued to receive training during the weekend leading up to Election Day. In all, staff conducted 269 workshops and trained 5,565, which completed 79.5% of our 7,000 poll worker training goal.

To remind the public of upcoming elections, staff utilized diverse media strategies to remind voters of the upcoming Election Day by placing ads on the lacity.org website and sending mass emails. Staff also coordinated with the Los Angeles County Registrar-Recorder/County Clerk to email an Election Day reminder on behalf of the City Clerk to all voters with an email address. Then on Election Day, the City Clerk and its partner community organizations held an opening the polls press event at a polling location. And on Election Night, the City Clerk hosted Southern California Public Radio at ballot counting headquarters.

Three press releases were issued this week including the schedule of public observation events, a reminder of vote-by-mail deadlines, and a reminder to get out and vote on Election Day.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	21/3
Number of Notices/Publications	20
Number of Contracts Attested	49
Number of Council Files Created	49
Number of Claims Received	154*
Number of Referrals	42
Number of Council Meetings	2
Number of Committee Meetings	2

Novus Electronic Council File Document Submission - Since rolling out the new system, 381 documents have been submitted electronically from 23 City departments. A video tutorial on using the system is now available on our Intranet at <http://cclerk.ci.la.ca.us/index.aspx?page=509>.

- [March 3, 2015 Primary Election Conducted](#)
- [5,407 Poll Workers Recruited](#)
- [5,565 Poll Workers Trained](#)
- [Automated Council Action Notification Letters Implemented](#)
- [Training Video on Electronic Submittal of Council File Documents Released](#)



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New Council Action Notification Letter – The newly enhanced and now automated notification letter for Council actions went live this week.

Electronic Claim for Damages form – A meeting was held with the City Attorney's office to review the electronic claim form process to date. The Systems Division was able to find remedies to concerns raised by the City Attorney. Of the 154 claims received this week, 34 were submitted electronically.

Neighborhood and Business Improvement District - Council adopted the 2015 Annual Planning Reports for the Fashion District, Encino Commons, Old Granada Village, and Melrose property-based Business Improvement Districts and Ordinance of Establishment for the merchant-based Business Improvement District.

Fiscal - Staff prepared and forwarded the Iron Mountain Records Management contract amendment to City Attorney for approval as to form; processed transfers and invoice payments for various Council controlled trust funds; continued working with the CAO regarding the 2015-16 Proposed Budget; completed various Council related CPRA requests; and held an in-house meeting to coordinate orientations for new Council staff.

AB1290/Council - Staff closed out two (2) AB 1290 contracts; has two (2) new contracts in process; has one (1) contract closeout in process; and completed the FMS Prior Year Encumbrance form for submission to the Controller.

General City Purposes – Staff received 17 GCP allocation requests, processed 25 invoices for payment, and executed one (1) contract.

Personnel - Staff conducted two (2) new employee orientations and two (2) exit interviews; organized interviews for a Management Analyst and Accounting Clerk; and initiated a coordinated effort for Exit Interviews for Councilmembers and staff leaving City service due to term limits.

Microfilm Conversion of City Council Minutes - 19 reels of microfilm were converted to a digital format this week. The City Council minutes are now available on line back to November of 1912.

Records Destruction - Lists were prepared for two departments of over 11,000 boxes of records in the City Records Center that are eligible for destruction. To date this calendar year, 19 departments have been notified. Reports and notifications will continue to be assembled.

Significant Research - The Division responded to a subpoena for City Council records relating to a Historic Cultural Monument designation. The Division also provided copies of City Council Files to the Tobacco Enforcement Division and to the Land Use Division of the City Attorney's Office. Copies of contracts relating to housing loans were provided to the Housing and Community Investment Department and to a researcher from the University of Irvine relating to the L.A. Arena Land Company.

ISSUES

None to report.

UPCOMING . . .

Council Recess - Council is in recess Friday, March 6 through Friday, March 13, 2015.